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OL 7106-89  
30 March 1989



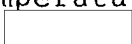
MEMORANDUM FOR: Director of Information Technology

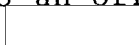
VIA: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

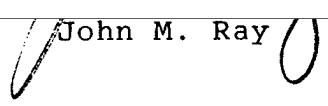
SUBJECT: Request for Temporary Storage Space in Central Building

REFERENCE: Memo for D/OL fm D/OIT, dtd 27 Feb 89, Same Subject

STAT 1. This is in regard to recent discussions between our respective staffs concerning the availability of temporary storage space at Central Building. Two rooms in Central Building will be designated as temporary storage for the Office of Information Technology. The space is unfinished and should only be used for the storage of items that are not temperature sensitive. The space is delineated on the attached plan. 

STAT 2. It is our understanding that your storage needs are temporary. Consequently our records will show the space as being available for re-allocation no later than 1 October 1989. In the interim, if the space is needed for conversion to an office use, we would ask that the space be vacated upon notice. 

STAT 

John M. Ray 

Attachments

- A. Reference Memo
- B. Floor Plan

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SUBJECT: Request for Temporary Storage Space in Central  
Building

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OL/FMG/SPD/SE [REDACTED] (28 March 1989)

Distribution:

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OIT 0319-89  
27 February 1989

MEMORANDUM FOR: Director of Logistics

FROM: Edward J. Maloney  
Director of Information Technology

SUBJECT: Request for Temporary Storage Space in Central Building

1. We request that approximately 600 square feet of space in Central Building be dedicated to the Office of Information Technology for temporary storage of unclassified documents and classroom furniture for approximately nine months. As a result of vacating OIT storage and classroom facilities [redacted]

[redacted] we have a quantity of unclassified ADP training and tech manuals and classroom furniture to be stored until a permanent classroom facility is identified. This request has been informally discussed with [redacted] of the Office of Logistics, Space Consolidation Branch. [redacted]

2. Any questions on this matter can be addressed to Tom [redacted] on extension [redacted]

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